

National Credit Union Administration
2015 OSCUI Grant Guideline – Round 1

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Part I. General OSCUI Grant Program Information

The Office of Small Credit Union Initiatives (OSCUI) Grant Program was established by Congress to provide funds to low-income designated credit unions to help provide financial services to their members and improve credit union operations. The program consists of Congressional appropriations that are administered by OSCUI.

Minimum Eligibility Requirements

To qualify for OSCUI Grant Program, a federally chartered credit union must have a current “low-income” designation as set forth in NCUA’s Rules and Regulations, Section 701.34.

State chartered credit unions must have the equivalent low-income designation from their respective state supervisory authority (SSA) and concurrence from NCUA.

For information on how to obtain the low-income designation visit the following area of the NCUA website:

<http://www.mycreditunion.gov/about-credit-unions/Pages/Low-Income-Credit-Unions.aspx>

Special Note to All Applicants

- You must have a CAMEL Composite score of 3 or better to apply;
- We will award grants until the funds are exhausted;
- Your grant reimbursement will be paid based on submitted paid invoices, up to the grant approved maximum. We will not reimburse greater than the preset amount for the initiative. Grant reimbursements submitted after the commitment expiration date will not be accepted; and
- NCUA reserves the right to reject any application.

Part II. 2015 Grant Round 1 Initiatives

Training	Student Internship
\$150,000	\$200,000

Application Period

February 2, 2015 (8:00am EST) through March 3, 2015 (5:00pm EST)

1. Initiative – Staff or Volunteer Training

Award per Applicant - **\$3,000**

The Staff Training initiative provides funds for training credit union staff and volunteers for subjects related to credit union operations. You can attend more than one training event, which can be in-person or web-based training. Eligible training includes, but is not limited to the following:

Compliance	Business Software
Lending and Collections	Financial Counselor training for front-line staff
Governance (Board or Volunteer)	Business Management

Application Information

- You must meet the minimum eligibility requirement;
- Credit unions with the smallest asset size will be considered first; and
- Priority will be given to applicants who have not previously received an NCUA grant for training.

Reimbursement Requirements

- You may request reimbursement for several trainings, at a maximum amount of \$3,000. NCUA will not reimburse training expenses exceeding the preset amount;
- You must submit all reimbursable expenses in one request for reimbursement; and

- NCUA will not pay hotel or airfare expenses for credit union staff or volunteers; reasonable travel expenses may be paid for consultants to provide on-site training at the credit union. Reasonable travel expenses for consultants should not exceed the General Services Administration (GSA) per diem allowances. GSA per diem rates can be found here <http://www.gsa.gov/portal/content/104877>.

2. Initiative – Student Internship

Award per Applicant - **\$4,000**

The Student Internship initiative provides students enrolled in high school or college with valuable work experience in the credit union industry. You are encouraged to hire students who specialize in an area of need (marketing, information technology, etc.) at your credit union. You will benefit from having additional staff and hiring expertise for a specific credit union function. If eligible, up to \$4,000 total is available to your credit union to hire an intern(s).

Application Information

- You must meet the minimum eligibility requirement and credit unions with the smallest asset size will be considered first;
- Priority will be given to applicants who have not previously received an NCUA internship grant;
- Your intern(s) must be enrolled in high school or college at the beginning of the internship;
- You must provide information on how you will find an intern, a description of the intern(s) primary functions, and total amount you are applying for; and
- A current or former employee of your credit union is not eligible to become an intern. Students who previously participated in the NCUA internship program are eligible for the program as long as they are enrolled school.

Reimbursement Requirements

- One Certification of Business Hours worked must be submitted for each student intern. The Certification of Business Hours worked form will be provided if approved for the grant;
- By **June 15, 2015**, you must notify NCUA through email of your intern selection(s). If you do not obtain an intern by this date, your award may be cancelled;
- You must finish using the grant funds no later than **August 14, 2015**; and
- You will only be reimbursed the gross income (hourly rate multiplied by hours worked) for the student intern(s). NCUA will reimburse a maximum of \$10 per hour for each intern.

Part III. General 2015 Grant Round 1 Questions

A. What are the qualifications for the OSCUI grant program?

To qualify for the OSCUI Grant Program, a federally chartered credit union must have a current “low-income” designation as set forth in NCUA’s Rules and Regulations, Section 701.34.

State chartered credit unions must have the equivalent low-income designation from their respective state supervisory authority (SSA) and concurrence from NCUA.

For information on how to obtain the low-income designation visit the [NCUA website](http://www.ncua.gov).

B. Where do I start an application for a grant?

Start your application online at www.cybergrants.com/ncua/applications.

C. When may I begin applying for the 2015 Grant Round 1?

The application period will open at 8:00am EST on February 2, 2015.

D. Do I need to submit my application by a certain deadline?

Yes. Complete and submit your application by 5:00pm EST on March 3, 2015.

E. When will I know the final status of my grant application?

We will send you a notification by email regarding the final decision of your application during the week of March 30, 2015.

F. Must I apply for both initiatives?

No. You can apply for as many initiatives as you choose as long as you are eligible. The application will ask you what initiatives you wish to apply for. If you do not wish to apply for a certain initiative, simply select “No”.

G. Must I submit two separate applications for each initiative?

No. One application covers all of the initiatives for this grant round.

H. Should I apply for this initiative?

Applicant Checklist	Initiative	
	Training	Student Internship
Am I a Low Income Designated Credit Union (LICU)?	Yes	Yes
Do I have a CAMEL Composite 1, 2, or 3?	Yes	Yes
Can I hire a student by June 15, 2014?	N/A	Yes
Should I apply for this Initiative?	Yes	Yes

Part IV. Additional Information

1. Where can I find additional Treasury guidance for grants?

You are expected to follow U.S. Treasury/Office of Management and Budget (OMB) Guidance and Circulars such as:

- A-110: Uniform Administrative Requirements for Grant and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- A-122: Cost Principles for Non-Profit Organizations
- A-133: Management Responsibility for Internal Control

Refer to this link to the OMB Website for additional information:

http://www.whitehouse.gov/omb/circulars_default

2. Where can I find reporting/accounting guidance for grants?

For accounting guidance for grant awards from the OSCUI Grant Program, refer to NCUA Accounting Bulletin No. 07-2. You are encouraged to consult with your auditor/CPA if there are further questions in this regard.

Click the following link to be directed to NCUA Accounting Bulletin No. 07-2 on the NCUA website:

<http://www.ncua.gov/Legal/GuidesEtc/AccountingBulletins/ACCTBUL07-02.pdf>

3. Are there any expenses the NCUA does not allow?

Yes. The following expenses are **not** allowed under any initiative:

- Annual Maintenance & Insurance
- Custodial Services
- Food/Refreshments
- Government Agency Expenses & Payment to Government Agency Employee
- Lodging
- Matching Funds (i.e. matching portion of an Individual Development Account program)
- Pre-Grant Approval Expenses (expenses the credit union has paid in advance of grant approval)
- Promotional Items (i.e. gifts, give-aways, souvenirs, gift cards)
- Recurring Operational Expenses (i.e. rent, utilities, salaries, annual audits, depreciation, funding for the allowance for loan losses, office supplies)
- Salaries to Employees & Payments to employees for services provided (except for Student Interns)
- Transportation/Mileage/Parking

4. Are there any other expense guidelines I must follow?

The following are general expense guidelines that apply to all grant initiatives:

- All expenses must be directly related to the specific project approved.
- If you enter into a commitment for a project before the grant decision is made, the credit union will be obligated to pay project expenses from your own funds should the grant not be approved.
- NCUA will reimburse expenses listed in approved grant applications up to the total grant amount. You must present evidence of payment, paid after the grant approval, with your reimbursement request.
- Partnership/Third Party/Vendor Relationship and Expenses: You are required to follow the due diligence over Third Party Service Providers as directed by NCUA Letter to Credit Unions 01-CU-20 and must submit a written agreement detailing the services/products with cost involved. Contractor fees that are not substantiated in writing in a partnership/contractor's agreement will not be reimbursed.

- Contracts given to your employees and, or board members are prohibited. NCUA reserves the right to refuse your reimbursement if you violate this clause.
- Employees and, or board members may not receive compensation from partners or vendors.

Invoices from outside parties must be billed to and paid by the credit union. Reimbursements will be made to credit unions only.

5. Who do I contact if I have additional questions regarding the grants?

If you need immediate assistance, email our Grant & Loan team at OSCUIAPPS@ncua.gov.

For a technical question regarding the grant application or reimbursement request, utilize the “*Need Support?*” link in the CyberGrant application system.

6. Am I eligible to receive any other types of assistance from OSCUI?

Yes. Information regarding other assistance offered by OSCUI can be found in the following locations on the NCUA website:

Consulting – www.ncua.gov/OSCUI/consulting

Grants and Loans – www.ncua.gov/OSCUI/grantsandloans

Training – www.ncua.gov/OSCUI/training

Partnerships and Outreach – www.ncua.gov/OSCUI/Partnerships